



INSTRUCTIONS FOR PROMOTION/TENURE REVIEW REQUEST

**For Department/College use.*

Please keep all pages of the Promotion/Tenure Review form together and attach biographical data behind p. 9 of the form.

**Ensure all necessary signatures have been obtained on p. 9.*

Submit one original form with:

- All corresponding memos
- Every Dean Advisory Committee Recommendation Letter

CHECKLIST FOR PROMOTION/TENURE RECOMMENDATION

<input type="checkbox"/>	1. Confirm the faculty member's name is at the top of pages 1-3 and 6-9.
<input type="checkbox"/>	2. Verify accuracy and/or logic of all data on the first page.
<input type="checkbox"/>	3. Ensure the signed faculty report <i>[including recommendation, faculty distribution by rank, and voting tally of the eligible voting faculty]</i> , as well as majority and minority reports from the faculty when such reports exist are included. When applicable, check for a report from the faculty and the chair in secondary unit.
<input type="checkbox"/>	4. Verify the candidate's formal letter of response is included when such a letter exists.
<input type="checkbox"/>	5. Confirm the Chair's recommendation, including evaluative comments and signature is included.
<input type="checkbox"/>	6. Ensure the Dean's recommendation, including evaluative comments and signature is included.
<input type="checkbox"/>	7. Ensure the Graduate Council's evaluation is included (p. 8).
<input type="checkbox"/>	<p>8. Verify the following attachments are included and in the following order:</p> <ul style="list-style-type: none"> • Pages 1-9 and the corresponding memos. • Statement of qualifications of outside reviewers. • Sample letter soliciting outside review.* • Number of outside letters: <i>at least three and no more than one from any single institution or from candidate's major professor for graduate degree or postdoctoral advisor. If more are received, all should be forwarded.</i> • Copies of all annual performance evaluations <i>[in order from first to last]</i>. • C.V. and supporting documentation <i>[see following pages]</i>. <p><i>Note: take out any examples of work, publications, class agendas and class evaluations.</i></p>
<input type="checkbox"/>	9. Confirm that the request is the original. Put an "O" in the upper right corner of the top page of the packet with original signatures.
<input type="checkbox"/>	10. Ensure the effective dates of the promotion/tenure packets are based on the pay basis of the candidate.

**Please see Policy Statement 36-T for further information.*

*The following statement or equivalent **MUST BE INCLUDED** in the letter to external reviewers if the candidate was granted temporary departure from tenure-track: "The candidate was granted a temporary departure from the tenure-track pursuant to University procedures and should be evaluated as if he/she were on the normal tenure-track timeframe. LSU's procedures state that faculty members shall not be disadvantaged because they elected to "stop the tenure clock" and this should not reflect negatively on the candidate."*

C.V. AND SUPPORTING DOCUMENTATION FOR PS-36-T AND PS-36-NT

1. Documentation

These records must be submitted with the LSU Promotion/Tenure Review Request form in the order listed through appropriate review channels. Each item should be listed only once.

1.1. History of Assignments:

A report prepared by the chair describing assignments for teaching, scholarship, and service.

1.2 Teaching:

1.2.1 Documentation of teaching activities. Provide summary data only.

1.2.1.1 Teaching Evaluations: results of student evaluations of teaching.

1.2.1.2 Teaching history

- * Courses taught, including interdisciplinary and off-campus courses. (Course number, title, location, semester, and enrollment)

- * New courses developed. (Course number, title, location, semester, and enrollment)

- * Graduate committees: chair or member

1.2.2 Listing of publications concerning instruction [Published items only]: All authors should be listed in the order they appear in the publication or manuscript.

1.2.2.1 Textbooks

- * Entire books

- * Laboratory manuals

- * Portion of a book (specify exactly what portion)

1.2.2.2 Shorter Works

- * Chapters or essays in books, except for textbooks

- * Articles in refereed journals or bulletins: Journals of national and international reputation; all other refereed journals

- * Other Publications

1.2.2.3 Edited books with scholarly introductions or notes by the editor

- * Collections of previously unpublished material, correspondence and diaries

- * Collections of scholarly essays

- * New editions of previously published works

- * Translations

1.2.2.4 Recordings

- * Video or audio recordings produced for presentation on radio or television.

- * Video or audio recordings produced for public distribution.

1.2.2.5 Instructional material--multimedia, electronic, etc.

1.2.2.6 Miscellaneous--Any pertinent item not covered above such as bibliographies, book bibliographies, book reviews, abstracts, other video or audio recordings, articles in non-refereed journals, etc.

1.2.3 Listing of publications concerning instruction accepted for publication but not yet published: Include all available pertinent information.

1.2.4 Participation in:

1.2.4.1 Professional Meetings, Symposia, Workshops, and Conferences on teaching (other than artistic performances): List the meetings, date, and location, and indicate the nature of the participation, e.g., reading a paper, critiquing, organizing, or chairing sections.

1.2.4.2 Local instructional activities (guest lectures, etc.)

1.2.5 Other instructional activities or other contributions to the profession:

1.2.5.1 Membership in professional organizations;

1.2.5.2 Administrative duties;

- 1.2.5.3 New teaching methods/material developed, etc.
- 1.2.6 Awards, lectureships, or prizes that show recognition of teaching achievement.
- 1.2.7 Research Support/Grant Activities aimed at advancing one's ability to teach: Activities should be enumerated by clearly describing funding proposals which were submitted and projects which were funded.

1.3 Scholarship:

- 1.3.1 Listing of research publications [Published items only]: All authors should be listed in the order they appear in the publication or manuscript.
 - 1.3.1.1 Books and Monographs: include place, publisher, and date of publication.
 - 1.3.1.2 Shorter Works
 - * Chapters or essays in books, except for textbooks
 - * Articles in refereed journals or bulletins: Journals of national and international reputation; all other refereed journals
 - * Other Publications
 - 1.3.1.3 Edited books with scholarly introductions or notes by the editor
 - 1.3.1.4 Collections of previously unpublished material, correspondence and diaries
 - * Collections of scholarly essays
 - * New editions of previously published works
 - * Translations
 - 1.3.1.5 Recordings
 - * Video or audio recordings produced for presentation on radio or television.
 - * Video or audio recordings produced for public distribution.
 - 1.3.1.6 Miscellaneous--Any pertinent item not covered above such as bibliographies, book bibliographies, book reviews, abstracts, other video or audio recordings, articles in non-refereed journals, etc.
 - 1.3.1.7 Electronic dissemination of research.
- 1.3.2 Listing of other publications accepted for publication but not yet published: Include all available pertinent information.
- 1.3.3 Other creative and artistic contributions: Those faculty members whose job expectations consist of creative activities (e.g., creation of works of art; participation in dramatic productions; presentation of recitals; performances; exhibits; etc.) should provide evidence of these activities and their significance. Dates and places should be designated. Creative activities should be listed in order of importance as follows:
 - 1.3.3.1 Original works presented: plays, poetry, musical compositions, art, designs, completed projects (interior design, architecture, landscape architecture, etc.)
 - 1.3.3.2 Other creative activities: contributions to theatrical productions, guest artist in solo or collaborative presentations in juried competitions.
- 1.3.4 Participation in Other Professional Meetings, Symposia, Workshops, and Conferences (other than artistic performances): List the meetings, date, and location, and indicate the nature of the participation, e.g., reading a paper, critiquing, organizing, or chairing sections.
- 1.3.5 Other scholarly or creative activities or other contributions to the profession:
 - 1.3.5.1 Membership in professional organizations;
 - 1.3.5.2 Administrative duties;
 - 1.3.5.3 New standard testing methods, new design of equipment, etc.
- 1.3.6 Other awards, lectureships, or prizes that show recognition of scholarly or artistic achievement.

- 1.3.7 Other research Support/Grant Activities: Activities should be enumerated by clearly describing funding proposals which were submitted and projects which were funded.
- 1.3.8 Theses/dissertations directed: (Numbers only)
- 1.3.9 Major areas of research interest. (This item submitted to University Administration for informational purposes ONLY.)

1.4 Service:

- 1.4.1 Student organizations advised.
- 1.4.2 Recruitment of students and faculty.
- 1.4.3 University service: department, college, university, and Faculty Senate committees.
- 1.4.4 Professional service:
 - 1.4.4.1 Advisory boards, commissions, or agencies.
 - 1.4.4.2 Journals edited, manuscripts refereed, books and proposals reviewed.
- 1.4.5 Other external service:
 - 1.4.5.1 Art shows/science fairs judged.

2. Supporting Material

These materials remain in the department until the review process is finalized but may be requested by a reviewer at any subsequent stage of the review process. Such material may include:

- 2.1 Teaching portfolios, including course syllabi, teaching philosophy, instructional material developed, etc.;
- 2.2 Comments and letters of commendation from students, peers, etc.
- 2.3 Copies of papers and evidence of other scholarly activities;
- 2.4 Examples of creative and artistic work;
- 2.5 Appointment letters to commissions, review panels, etc.

****Promotion/Tenure Review Request is listed as separate document.***